

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Communications
Section/Unit: Printing & Multi-Media Services Section
Schedule Use: Department-Wide
Schedule No.: 78-307 **Admin. Chg. Date:** 10-15-97

Record Series Title: PUBLICATIONS CONTROL AND PROCESSING FILES

Description: Documents relating to control of publications work in progress.

Included are: may be assignment records, control cards, information and instruction sheets, layouts, daily production records, progress reports job tickets on labor and materials, and similar and related papers.

File Arrangement: Alphabetically; thereunder, by date.

Retention/Disposition Instructions:

Cut off file at end of each fiscal year; hold in current files area 1 year; then destroy.

Confidential: No-Open Record.

Supersedes: 78-307 (approved 12-14-78).

M 97-307

(78-307.OSS)

970922-02

RECORDS RETENTION SCHEDULE NOTIFICATION
(ADMINISTRATIVE CHANGE OR DELETION)

TO DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING *M 97-251*
AND
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT SERVICES UNIT

SCHEDULE NO. SEE BELOW *	NOTIFICATION DATE 9-8-97
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SERIES TITLE
VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.

APPROVED DATE	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE) <i>10-15-97</i>
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☒ ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

SWC 12/2/97
~~80-300~~, 78-300, 78-306, 78-307 AND 78-308.

DHR RECORDS MANAGEMENT OFFICER APPROVAL <i>Gerald Poe</i>	DATE: 9-8-97
DEPT. OF ARCHIVES AND HISTORY APPROVAL <i>Peter Eldersbach</i>	DATE: <i>12/2/97</i>